

What if a client does not keep appointments?

Make every effort to contact the client. Use the information in the Client Locator Form to reach out. If you are unable to locate the client, please contact other providers or the referral source listed on the voucher to determine if they are in contact with the client and enlist their help to reengage the client. If you are unsuccessful, please alert Elizabeth Kretchman (ITA), whose contact information is listed on this brochure and the referral source to let them know the client's name, voucher number and service being dropped.

What if I am temporarily unable to take new clients?

You may stop taking clients for as long as necessary. In fact, you should consider doing so if you are unable to meet with them within 2 weeks of referral.

If you need to stop, please let the ATR Information Technology Administrator (ITA) know at least 2 weeks before you stop. You can start again at any time by notifying the ITA.

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STATE OF RHODE ISLAND & PROVIDENCE PLANTATIONS

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Access To Recovery Rhode Island (ATR) Provider Information



**SAMHSA's Voucher Program for
Substance Abuse Treatment and
Recovery Support Services**

WELCOME TO THE RI ACCESS TO RECOVERY PROGRAM (ATR)

What is the ATR?

ATR is 3 year federal SAMHSA grant which provides clients with 6 months of treatment and recovery support services. Clients choose from a list of approved providers where and from whom they will receive services that best match their personal needs and values.

ATR is also evaluating a new way of providing help to people with alcohol and/or drug problems. You are an important part of the project. By ensuring that your ATR clients complete a survey called a Follow-up GPRA between the 5th and 8th month, you are helping to determine what works.

Who does ATR serve?

Individuals must have alcohol and/or drug problems, be referred, and be

- on state or federal probation or parole in RI
- released by the RI Department of Corrections or Training School
- a DCYF involved parent
- Client of RI Public Defenders
- Uninsured, non-deployed National Guard

What services are available from ATR?

- Most substance abuse treatment modalities
- Transportation
- Employment services or job training
- Care/Service coordination
- Housing assistance or services
- Childcare
- Family, marriage counseling, and education
- Recovery coaching
- Life skills
- Spiritual and faith-based support
- Parent education and child development
- Domestic violence counseling & support for victims
- Mental health treatment
- Psychiatric evaluations
- Interpreter services
- Youth enrichment

What is the Voucher Management System (VMS)?

The VMS is an electronic, internet based system for maintaining client and provider data, billing, VMS education and communication. It contains client vouchers which indicate the services they are receiving from each agency, the client locator form, the cost and number of approved sessions for each service and the GPRA. Training on the VMS is available twice monthly.



How do I know if I am responsible for completing the GPRA and how can I learn how to do it?

Look on the client's voucher for the agency who is listed to do the GPRA. If that agency is you, you are responsible for following the client until the Follow-up GPRA is complete. If you lose contact with the client or stop providing services, you must ensure that the responsibility of completing the 5 month GPRA is transferred to another provider or MHRH as soon as you can.

Our inability to locate clients to complete the Follow-up GPRA will have a negative impact on the continuation of the grant and any possibility for future funding.

What is the Client Locator Form and when should I update it?

The Client Locator Form, which is attached to the voucher, is the way we maintain contact with clients. Each time you meet with an ATR client, please review and update this information. If your client moves, please add the new contact information to the form and note in the comment section the date you made the change

How do I find out about ATR trainings?

All providers receive regular notification about trainings via e-mail.

How and when do I bill for services and when will I get paid?

Services are billed through the on-line voucher management system. Billing should occur weekly. Financial penalties may be imposed if billing occurs later than 2 weeks after the service is provided. All providers are required to attend training on how to bill on the VMS.

You should receive payment for services within 60 days of billing. If you need a client breakdown of a check, please e-mail dbhcontracts@mhrh.ri.gov.

What if a client does not like the chosen providers or wants to add or subtract providers?

If a client decides that any of the providers they selected are not a good fit, they can request a change. All current ATR providers are included in the Provider Directory, which is located in the library of the VMS.

Any provider listed on the voucher can make the change by filling out a change form located in the VMS library. Referring agencies can also make the change. The process to change a provider takes about a week after a written change request is submitted.

What if the client relapses or returns to prison and does not use all the services within 6 months?

The voucher is good for 6 months. The services must be used or they expire. Unfortunately, clients are only entitled to one voucher during the 3 years of the grant. If you are responsible for the GPRA and your client has returned to prison, ATR staff can assist you in completing the Follow-up GPRA.